

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER II –
Community Justice Assistance Division

SALARY GROUP: B21

DEPARTMENT: Community Justice Assistance Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Booker Washington DATE: 10/15/2021

POSITION #: 100120

I. JOB SUMMARY

Performs complex computer programming work. Work involves analyzing system specifications to develop software for computer applications; developing solution software; documenting the methods and procedures used in software development; testing, correcting, and revising software; and providing guidance to others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Codes, tests, and debugs programs and prepares test data.
 - B. Analyzes proposed computer applications in terms of equipment requirements and capabilities; and analyzes, reviews, and revises programs to increase operation efficiency and to adapt new procedures.
 - C. Provides technical assistance and training involving the implementation and utilization of computer hardware and software and individual program applications.
 - D. Provides documentation, data maintenance procedures, screen display and reporting needs, and data file back up procedures; and configures personal computers by providing necessary systems and application level software components.
 - E. Consults with staff members to schedule and coordinate programming projects; and assists in the development of standards and procedures for programming staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED and three years full-time, wage-earning computer programming experience

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with eighteen semester hours in Computer Science or Management Information Systems and one year full-time, wage-earning computer programming experience

or

bachelor's degree from a college or university accredited by an organization recognized by the CHEA or by the USDE with nine semester hours in Computer Science or Management Information Systems and two years full-time, wage-earning computer programming experience.

Equivalent technical or trade school courses in Computer Science or Management Information Systems may be substituted for the required semester hours or years of experience. The same technical or trade school courses may not be used to substitute for both required semester hours and years of experience.

B. Knowledge and Skills

1. Knowledge of the practices, principles, and techniques of programming in a client-server environment.
2. Knowledge of personal computer and network hardware, software, operating systems, and peripherals.
3. Knowledge of relational databases to include MS SQL Server.
4. Knowledge of Crystal Reports, ASP, ASP.Net, XML, C#, Visual Studio, JavaScript, VBScript, and Visual Basic, HTML, and SQL scripting language preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.

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6. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
7. Skill to write, test, and debug computer programs.
8. Skill in problem-solving techniques.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to perform detail work accurately.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to plan work in order to meet established guidelines.
13. Skill to review technical data and prepare technical reports.
14. Skill to program custom applications for use in a stand-alone or network environment.
15. Skill to train and provide technical assistance in the operation of computers and related equipment.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.